



KING COUNTY
LEGAL ADMINISTRATIVE SPECIALIST II
DEPARTMENT OF JUDICIAL ADMINISTRATION
Hourly Rate Range \$15.0474 - \$19.0734
Job Announcement No.: 03ES3661
OPEN: 08/20/03 CLOSE: 09/02/03

WHO MAY APPLY: This position is open to King County Employees, term-limited and temporary employees and the general public. Preference will be given to qualified applicants in that order.

WHERE TO APPLY: Required forms and materials **must** be sent to: **500 4th Ave, Room 450, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Kuno Holtriegel (206) 296-7867 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: [A King County application form](#), résumé and letter of interest detailing your background and describing how you meet or exceed the requirements.

WORK LOCATION: King County Courthouse, Seattle, WA

WORK SCHEDULE: This position is overtime eligible. 40-hour work week; Monday through Friday.

PRIMARY JOB FUNCTIONS: This position, under general supervision, will perform data entry and caseload management tasks for the Superior Court Clerk's office. The person in this position will be required to perform duties below:

- Interpret intent of legal documents and process timely pursuant to R.C.W.'s, court rules and department procedures.
- Independently determine the effect of documents on caseload management and accurately record the information into a statewide computer database.
- Determine appropriate workflow and process electronic images of legal documents.
- Create programs with multiple software products to reduce keyboard strokes and increase efficiency.
- Perform production typing and data entry of large volume of documents with high speed and accuracy.
- Answer public inquiries and provide available assistance pursuant to court rules and department policy.

QUALIFICATIONS: High school diploma or equivalent and two years of experience or education in the following areas:

- Demonstrated knowledge of court procedures and legal terminology
- Demonstrated ability to use a computer, including use of Windows-based software such as Word, Excel, Access.
- Excellent customer service skills including effective listening and problem-solving and ability to deal courteously, professionally and tactfully with the public.
- Demonstrated ability to develop and maintain effective working relationships with others, including skills working effectively with diverse populations, and a wide variety of people/agencies internal and external to the County.
- Ability to type 60 wpm minimum.
- Demonstrated punctuality, dependability and good work attendance.

SPECIAL REQUIREMENTS: No felony convictions in the last seven years.

CLASS CODE: 8393 SEQUENCE NUMBER: 0165 & 0325